

Message

From: Rico, Christine@Waterboards [Christine.Rico@waterboards.ca.gov]
Sent: 11/28/2018 6:27:24 PM
To: Maurano, Stephen [Maurano.Stephen@epa.gov]
CC: Smith, DavidW [Smith.DavidW@epa.gov]; Webber, Lori@Waterboards [Lori.Webber@waterboards.ca.gov]; Fitzgerald, Rebecca@Waterboards [Rebecca.Fitzgerald@waterboards.ca.gov]
Subject: RE: WQS Academy Sacramento Draft MOU

Hi Stephen,

I spoke to the Klamath Room AV Services and they recommend that we either call or have the instructor call into the training rather than video conferencing. The Klamath room is large and was not initially constructed to do such a thing.

It would be best to schedule the remote instructor after a break or lunch on the agenda. This would give us the opportunity to set the call up. Ideally the instructor will be located in a quiet place where there is no background noise. It would be best for the instructor to use a headset to help project their voice clearly for the audience. All questions from the audience will have to be spoken through a microphone to allow the instructor to hear them. We will need to designate a person at the training to advance the slides in the classroom. The person queuing the slides will need a command from the instructor such as: "next slide," or "next slide #2."

Do you have any idea how the instructor plans to speak?

The same AV Services can assist us with the videotaping if we are approved. Please let me know if you have any additional questions.

Christine Rico
Environmental Scientist
Water Quality Assessment Unit
State Water Resources Control Board
(916) 341-5512
Christine.rico@waterboards.ca.gov

From: Rico, Christine@Waterboards
Sent: Tuesday, November 27, 2018 8:05 AM
To: 'Maurano, Stephen' <Maurano.Stephen@epa.gov>; Fitzgerald, Rebecca@Waterboards <Rebecca.Fitzgerald@waterboards.ca.gov>
Cc: David W. Smith <smith.davidw@epa.gov>; Webber, Lori@Waterboards <Lori.Webber@waterboards.ca.gov>
Subject: RE: WQS Academy Sacramento Draft MOU

Hi Stephen and Rebecca,

Sorry for the delay, I was unexpectedly out yesterday. The Klamath Room can only accommodate 70 students classroom style. However, we can add 10+ extra chairs around the edge of the room. This won't be the most comfortable for staff, but will work.

I'm going to contact the room AV folks to see if the room can support video conferencing if at all.

I can circulate the MOU internally for review and signature once these questions have been answered. I'd like to include the videotaping aspect of the training if HQ staff approves.

Thanks for the help,

Christine Rico
Environmental Scientist
Water Quality Assessment Unit
State Water Resources Control Board
(916) 341-5512
Christine.rico@waterboards.ca.gov

From: Maurano, Stephen <Maurano.Stephen@epa.gov>
Sent: Monday, November 26, 2018 9:45 AM
To: Fitzgerald, Rebecca@Waterboards <Rebecca.Fitzgerald@waterboards.ca.gov>; Rico, Christine@Waterboards <Christine.Rico@waterboards.ca.gov>
Cc: David W. Smith <smith.davidw@epa.gov>; Webber, Lori@Waterboards <Lori.Webber@waterboards.ca.gov>
Subject: RE: WQS Academy Sacramento Draft MOU

Hope you all had a good holiday!

1. Rebecca thanks for reviewing.
2. Our thinking was 70 attendees + 10 miscellaneous instructors or support folks = 80 people max in the room. Christine can confirm if that's workable.
3. Attached is the ethics advisory.
4. Our HQ staff person is meeting with the appropriate folks this week to get instructions regarding videotaping.
5. They also had a similar related question that I believe we discussed previously: whether the facility has video/phone capability if we had to have an instructor video/call in (not ideal, just a backup option). Christine, can you advise?

Thanks so much,

Stephen Maurano
U.S. Environmental Protection Agency, Region 9
Water Division, Ecosystems Branch, Assessment Section
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(415) 972-3477 maurano.stephen@epa.gov

From: Fitzgerald, Rebecca@Waterboards <Rebecca.Fitzgerald@waterboards.ca.gov>
Sent: Wednesday, November 21, 2018 1:53 PM
To: Maurano, Stephen <Maurano.Stephen@epa.gov>; Rico, Christine@Waterboards <Christine.Rico@waterboards.ca.gov>
Cc: Smith, DavidW <Smith.DavidW@epa.gov>; Webber, Lori@Waterboards <Lori.Webber@waterboards.ca.gov>
Subject: RE: WQS Academy Sacramento Draft MOU

Hi Christine and Stephen,

The agreement looks fine to me, except section 2.1.a which mentions a training room large enough to accommodate 80 people. Christine, is that correct? Should it be 70?

Also, Stephen, can you get us a copy of the [October 1996 Guidance on Co-Sponsoring Conferences contained in USEPA Ethics Advisory 96-15?](#) It looks like this document is on your intranet server and we don't have access to it.

Christine, once the video recording issue is worked out and you are comfortable with the language of the agreement, please put it and the ethics advisory in a folder to route through Lori, our Training Academy contact, me, Stacy Gillespie, Paul, and Karen. I know that's a lot of people, but it's not complicated and shouldn't take too long. I'll let Stacy, Paul, and Karen know that they should expect to see this.

Thanks everyone and happy Thanksgiving.

- Rebecca

From: Maurano, Stephen [<mailto:Maurano.Stephen@epa.gov>]
Sent: Tuesday, November 20, 2018 9:12 AM
To: Rico, Christine@Waterboards <Christine.Rico@waterboards.ca.gov>
Cc: David W. Smith <smith.davidw@epa.gov>; Fitzgerald, Rebecca@Waterboards <Rebecca.Fitzgerald@waterboards.ca.gov>; Webber, Lori@Waterboards <Lori.Webber@waterboards.ca.gov>
Subject: WQS Academy Sacramento Draft MOU

Hi Christine,

Attached is a draft of the previously discussed co-sponsorship agreement for the WQS Academy. It lays out an MOU with responsibilities for the meeting Venue, A/V, Instructors, Marketing, Course Materials, and Registration. We were hoping to circulate the document on our respective ends for any management or legal review before formally routing for signature. Can you share with the appropriate SWRCB colleagues and get edits by December 5th? That would allow a couple of days to integrate changes and turn it around for signature the week of December 10th. If you have any questions, we'd be happy to clarify or set up a call.

Thanks so much,

Stephen Maurano
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